



Frequently Asked Questions Regarding Accreditation Requirements for Verifiers and Verification Bodies in California's Mandatory GHG Reporting Program

1. Q: When is the training scheduled, and how long will it take to find out if I passed the exam at the end of the training class? Is there a cost for training and testing for verifiers?

A: The training classes are scheduled monthly beginning in June 2009. The training classes will be administered by our contractor, Future Perfect, and will take either 4 or 5 full days of training, depending on whether you choose to be trained as a sector-specific verifier on Friday. The cost of the training including the exam is approximately \$1,700 per person.
2. Q: What if I fail the exam?

A: You must pass the exam to be an accredited verifier. A pass mark of 70% is required to pass the exam. If you do not pass the exam there is an opportunity to retake the exam one more time in 2009. There is a fee of \$250 to retake the exam. Failure to pass the exam at the second sitting will require retaking the entire course, including full payment for the entire course.
3. Q: I would like to be considered for lead verifier, but am not sure if I am qualified. How do I apply for a lead verifier and a general verifier?

A: If you are interested in being accredited as a lead verifier, please fill out the application and indicate your preference as a lead verifier in Part 1 of the Application. If you are not qualified for a lead verifier, but are qualified for a verifier, you will still be eligible for training and accreditation as a general verifier.
4. Q: How many verifiers will receive sector-specific accreditation?

A: Our goal is to obtain as many as 200 accredited verifiers in ARB's GHG reporting program. This includes 50 sector-specific verifiers for electricity transactions, approximately 10 verifiers for refineries and hydrogen plants, and at least 5 verifiers for cement plants. These are only estimates and do not represent a limit on the number of applicants eligible for sector-specific training. Moreover, many lead verifiers will have expertise in more than 1 sector, so these estimates are simply a guide as to what ARB staff believes is the best mix of sector specific accreditations. Because of the large number of entities in the electricity sector, ARB staff will pay particular attention to ensuring there are a sufficient number of qualified electricity transactions specialists.
5. Q: How will ARB ensure the quality of verifiers, and that there will be enough competition to make it affordable for reporters to be able to obtain verification services?

A: Because of the qualification requirements for the accreditation of verifiers, we expect that the number of available verifiers will be relatively stable, and that only well-qualified individuals will be able to pass the accreditation exam. ARB will also work to ensure

that there are a sufficient number of accredited verifiers to allow all reporters to obtain verification services before required deadlines. We also expect that with approximately 800 facilities and power entities subject to mandatory reporting in California, there will be a sufficiently large market for verification services to support the accreditation of numerous verification bodies, and to allow verifiers to be appropriately compensated for their work. At the same time, competition between verification bodies will allow reporters to obtain quality verification services at competitive rates. Costs of verification will depend on a variety of factors, such as the complexity of a facility's operations and whether a full or less intensive verification is required in a given year.

6. Q: If my verification body receives accreditation for 2 lead verifiers, can I still have other members of my staff assist in verification services if they have not been accredited?

A: Yes, technical staff (verifiers without ARB accreditation) may assist with emissions calculations and other tasks. However, the actual data checks, site visits, and all of the review of information necessary to provide a verification opinion must be completed by an ARB accredited verifier. Technical staff would be overseen by an ARB accredited verifier, sector specific specialist or lead verifier. The person in this role would gain relevant work experience by participating on the verification team.

7. Q: In Part II of the application form for general verifiers, what is the difference between the second box under A (other significant and relevant experience) and the 2 year workplace experience in Part II B?

A: The second box under Part II A should document your significant and relevant work experience or other personal development activities that in lieu of a bachelor's or equivalent, provided the skills necessary to conduct verification services. Part II B is used to demonstrate that you meet the minimum requirement of two years of professional experience as required by the regulation. If you do not have a bachelor's degree or equivalent and provide work experience documentation in A1, you do not have to add additional documentation under Part B.

8. Q: Do I need to include a copy of my diploma with the accreditation application?

A: Please include a photocopy of your diploma if readily available. Otherwise, simply provide that information in your CV/resume (date of graduation, name of school and major of degree received), and we will ask for a copy if we determine we need that documentation. We will notify you within 90 days of receipt of your application if your application is complete or if we need other supporting documentation.

9. Q: What information do I submit to document my work experience?

A: Work experience documentation should include all recent and relevant experience, including a detailed account of several tasks/responsibilities for which you have completed successfully. For example, list the types of verification services or emissions inventory or engineering projects that you have worked on, and exactly what you personally did for each project. Be brief, but detailed, and include dates. Again, if you are qualified and we want more information, we will ask you for it.

10.Q: Can an applicant who had the responsibility of lead reviewer for CCAR prior to 12/31/07 use that as equivalent experience as a lead verifier for ARB? How about after 12/31/07?

A: If the applicant has successfully completed the CCAR lead verifier training and acted as a lead verifier or documented senior reviewer for CCAR on at least three verifications completed by 12/31/07, that experience can count for lead experience for the ARB accreditation application. Any CCAR verifications after 12/31/07 will count towards your experience, but will not count towards eligibility for “grandfathering” into ARB’s verification program. CCAR verifiers that are “grandfathered” into ARB’s program should apply for accreditation by May 4, 2009.

11.Q: What experience fulfills the requirement for lead verifier under Part III E of the accreditation application form (which is the same as section 95132 (b)(2)(D)(2) of the Mandatory Reporting Regulation)?

A: The regulation requires the applicant provide evidence that they have worked as a **project manager or lead person for not less than four years**, of which two may be graduate level work (1) in the development of GHG or other air emissions inventories; or (2) as a lead environmental data auditor in the private sector.

A lead verifier will be the project manager of a verification team. This requires the applicant to demonstrate leadership roles in preparing GHG or other air emissions inventories. Individuals who were solely responsible for the development of an inventory will be considered a project lead. The second mechanism requires the demonstration that the applicant was a lead environmental data auditor. These skills may also be used to meet criteria for lead verifier accreditation.

12.Q: Can a reporter unlock their emissions report in the reporting tool?

A: For reporters with annual verification, once the data are certified and locked, the facility manager can only unlock that data and make changes if a verification body sets the status to revisions requested, or ARB staff can allow a facility manager to unlock and revise their data before verification services commence.

For reporters with triennial verification, during years that a verifier is not involved, only ARB staff can allow a facility manager to unlock and revise reported data. A facility manager is unable to unlock their own data without a change in status by a verifier or ARB program manager. The reporting tool is located here:

<http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-tool.htm>

13.Q: What is the future for verifiers in California?

A: Facilities subject to ARB’s mandatory reporting program are subject to annual or triennial verification, and ARB intends to continue to impose verification requirements on those facilities for the foreseeable future. ARB staff believes that reported GHG emissions must be verified in order to be accurate enough to meet the requirements of AB 32, and to form the basis of a future carbon market. Because of this, ARB is working with U.S. EPA staff to ensure that verification is also an integral part of any future Federal GHG reporting program.

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